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PRICE ONE SHILLING.

COMMERCE.

No. 2. Export Trade.

MACMILLAN'S FACSIMILE MODERN BUSINESS FORMS

EXPORT TRADE

UNIVERSITY

FOR USE IN CONNECTION WITH THE TEXT-BOOK ENTITLED

"MODERN BUSINESS METHODS:

Import and Export Trade"

BY

FREDK. HOOPER

Secretary of the Bradford Chamber of Commerce

AND

JAMES GRAHAM

Inspector for Commercial Subjects and Modern Languages to the West Riding County Council.

London
MACMILLAN & CO. LIMITED
ST. MARTIN'S STREET, W.C.
1901.

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CHORLEY & PICKERSGILL, THE ELECTRIC PRESS, LEEDS.

JUN 27 1956

R.

FHF 361
.H9

Now Ready. *THIRD EDITION.* *272 Pages.* *Demy 8vo.* *Price 2s. 6d.*

MODERN BUSINESS METHODS

BEING A GUIDE TO THE OPERATIONS INCIDENTAL TO THE TRADE OF THE UNITED KINGDOM, WITH THE CUSTOMARY DOCUMENTS AND CORRESPONDENCE

A REFERENCE BOOK FOR BUSINESS MEN AND

A TEXT-BOOK FOR COMMERCIAL STUDENTS

The Home Trade

BY

FREDK. HOOPER and JAMES GRAHAM

OPINIONS OF THE PRESS.

COMMERCE.—"An interesting volume. . . . To those engaged in purely commercial pursuits we can favourably recommend this volume for study. Particularly interesting and instructive are the chapters on mediums of exchange, banks and banking, and bills of exchange. The less ambitious duties of invoices, forwarding of goods, remitting money through the post office, &c., are all of a satisfactory character, and should be of value to the beginner in a business house."

DAILY MAIL.—"This Handbook is the first of a series designed to initiate youngsters into the practical details of a merchant's office. . . . It is designed either for use in a commercial school or for private work. It is admirable for either purpose. Everything is put very simply and very plainly, from the neatest style of addressing an envelope to the mysteries and pitfalls of a bill of exchange. For a boy of, say, fifteen years, who is not above acquiring the rudiments of the commercial craft he will have to practise, we can think of no more valuable introduction to his business career."

POLYTECHNIC MAGAZINE.—"It is without question the best book of its kind yet brought out, both in its spirit and in the method adopted, and I only wish that every young man engaged in clerical work—and a good many who, even while not earning their living by clerical work, are yet called upon to undertake it, in however small a way—could have a copy placed in his hands, and could be made to master it from the first page to the last."

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THE MANCHESTER EVENING STUDENT.—"This book is an admirable treatise on the Home Trade Section of the subject with which it deals, and promises well for the succeeding volume on Foreign Trade. The book cannot fail to afford much useful information as well to those who are already in business houses as to those about to commence a business career."

PUBLISHERS' CIRCULAR.—"This is a guide to the commercial methods of the United Kingdom. . . . The value of manuals such as these can hardly be overlooked."

THE BAZAAR.—"This volume is admirably adapted for commercial schools or private study. . . . It is as simple as it well can be, and to a boy of fifteen or sixteen years of age invaluable, for he can learn in a month or two from its pages as much as he could pick up in several years from hard, and perhaps bitter experience on the treadmill of life."

NEWCASTLE LEADER.—"Probably no better beginning could be suggested than that outlined in this useful little book on Modern Business Methods."

EDUCATION.—"This book . . . is a compendium of knowledge on a vast mass of matters relating to the office . . The matter is well arranged and clearly set forth. . . . The book is full of useful information."

London

MACMILLAN AND CO., LIMITED,

NEW YORK: THE MACMILLAN COMPANY

ORDER FORMS.

Order No. _____ *(Date)* _____ *190*

FROM

W. STEPHENS & CO.,

39, NEWCROFT STREET,

LONDON, E.C.

To _____

Terms : _____

To be forwarded to _____ for shipment

per steamer _____ for _____

sailing on or about _____

Mark and Numbers _____

(Signed) _____

46 (1).

39, NEWCROFT STREET,

No. _____

LONDON, E.C., _____ 190

ORDER FROM W. STEPHENS & CO.

To M _____

Heading _____ Tickets _____

Terms : _____

To be forwarded to _____ for shipment

per steamer _____ for _____

sailing on or about _____

Mark and Numbers _____

46 (2). (Signed) _____

ORDER FORMS.

ORDER NO. _____

To M _____

FROM W. STEPHENS & CO.,

39, NEWCROFT STREET, LONDON, E.C., _____ 190

_____

Assortment _____

Selvage _____

Parcelling _____

Ticket _____

Samples _____

Price _____

Terms _____

Shipment _____

Marks and Numbers _____

46 (3). (Signed) _____

39, NEWCROFT STREET,

ORDER NO. _____ LONDON, E.C., _____ 190

To M _____

Dear Sirs,

Please supply the undermentioned Goods and charge to our account.

Yours faithfully,

_____

46 (4).

SHIPPING ADVICE NOTES.

FROM

ARNOLD JONES & CO.,
297, BROWN STREET,
MANCHESTER.

190

To

We beg to advise having forwarded the undermentioned goods per

to for shipment per S.S.

to

Bs/L to be made out to the order of

Marks.	Nos.	Packages.	Contents.	Yards.	Value.	Measurement.			Weight.	
					£	L.	D.	B.	C.	Q.

48

FROM

ARNOLD JONES & CO.,
297, BROWN STREET,

190

To

We beg to advise having forwarded the undermentioned goods per

to for shipment per S.S.

to

Bs/L to be made out to the order of

Marks.	Nos.	Packages.	Contents.	Yards.	Value.	Measurement.			Weight.	
					£	L.	D.	B.	C.	Q.

SHIPPING ADVICE TO BUYERS.

ORDER NO

To

Dear Sirs,

We beg to advise you that in accordance with your instructions we have to-day forwarded the undermentioned goods to
for shipment per steamer *to*
Bs/L. will follow in due course.

Yours faithfully,

ORDER NO.

To

Dear Sirs,

We beg to advise you that in accordance with your instructions we have to-day forwarded the undermentioned goods to
for shipment per steamer *to*
Bs/L. will follow in due course.

Yours faithfully,

INSURANCE SLIPS.

No. _____ _____ *190*

To the Imperial Marine Insurance Company, Limited.

Please to Insure	PARTICULARS.
on	
per	
at and from	
to	
£ @ *per cent.*	
Policy in name of	
,, *to Debit of*	

(Signed) _____

No. _____ _____ *190*

To the Imperial Marine Insurance Company, Limited.

Please to Insure	PARTICULARS.
on	
per	
at and from	
to	
£ @ *per cent.*	
Policy in name of	
,, *to Debit of*	

(Signed) _____

STAMP.
6D.

Shipped, *in good order and condition, by*

of LIVERPOOL, as Agents, in and upon the good Steamship called the

now lying in the port of LIVERPOOL, *and bound for*

with liberty to proceed to and stay at any intermediate Port or Ports, in any rotation, for the purpose of trading, or for any other purpose whatsoever; and with liberty to sail with or without Pilots, to tow and assist Vessels in all situations, and to carry goods of all kinds, dangerous or otherwise,

PACKAGES MERCHANDISE, being marked and numbered as per margin, and also specially marked upon each Package by the shippers, before shipment, with the name of the Port of Destination in letters not less than two inches long (without which the Owners are not to be held liable for correct delivery) and to be delivered from the ship's deck (where the ship's responsibility shall cease) in the like good order and condition, at the aforesaid Port of

or so near thereunto as she can safely get (the Act of God, the King's Enemies, Pirates, Robbers, Thieves, Barratry of Master or Mariners, Restraint of Princes, Rulers and People, Fire, Vermin, Rain, Spray, Sweating, Leaking, Breakage, Rust, Decay, insufficiency of Wrappers and Package, and all injury to the same, and all damage arising from Errors, Obliterations, insufficiency or absence of Marks, Numbers, Addresses, or description of any goods shipped; risk of Lighterage to and from the Vessel or Craft or Hulk, or Transhipment, Explosion, Heat, Fire at any time and place whatever, Boilers, Steam, or Machinery, and the consequence of any damage to or defect in Boilers or Machinery, Collision, Stranding, Steaming, Jettison, or any other Peril of the Sea, Rivers, Navigation, or of Land Transit, of whatsoever nature or kind, and whether any of the Perils, causes, or things above mentioned or the loss or injury arising therefrom, be occasioned by the wrongful act, default, negligence, or error in judgment of the Owners, Pilot, Master, Officers, Crews, Stevedores, or other persons whomsoever in the service of the Ship, or for whose acts the Shipowner would otherwise be liable, or by unseaworthiness of the Ship at the commencement of the voyage, provided all reasonable means have been taken to provide against such unseaworthiness or otherwise howsoever, excepted), unto

or to his or their assigns, Freight for the said Goods as per margin, to be paid by shippers in Liverpool (free of interest), on or before departure of the vessel. General Average according to York and Antwerp Rules.

Weight, Measure, Quality, Condition, Brand, Contents, and Value unknown, and the Shipowner not accountable in any way for same. Not accountable for any Goods of whatever description which are above the value of £100 per package, unless the value be herein expressed and extra freight, as may be agreed on, paid; nor for Money, Gold, Silver, Bullion, Specie, Precious Metals, Manufactured or Unmanufactured, Plated Articles, Glass, China, Jewellery, and Articles used for Jowellery, valuable and Precious Stones, Watches, Clocks, Timepieces, Mosaics, Bills, Bank Notes of any country, Orders, Notes, or securities for payment of any Money, Stamps, Maps, Title Deeds, or other Documents of any nature whatsoever; Paintings, Pictures or Statuary, Quinine, Silk, Laces, Furs, or Cashmere, Manufactured or Unmanufactured, made up into Clothes or otherwise, unless Bills of Lading are signed therefore, with the value thereof therein expressed, and Extra Freight, as may be agreed upon, be paid.

The Goods to be discharged from the Ship as soon as she is ready to unload, into Hulk, Lazaretto, or Hired Lighter, by the Agents of the Owners of the Vessel, at the Shippers' or Consignees' risk and expense.

The Shipowner is not liable for any loss, detriment, or damage to any goods which are capable of being covered by Insurance, nor for any claim of which notice is not given before the removal of the goods, nor for any claim for damage to or detention of any goods where the damage is done or detention occurs while the goods are not in the possession of the Shipowner, nor in any case for more than the declared or invoice value of the Goods, whichever shall be least.

Goods of an inflammable, explosive, or otherwise dangerous nature, shipped without permission and without full disclosure of their nature, whether the Shipper be aware thereof or not, may be seized and confiscated or destroyed by the Shipowner at any time before delivery, without any compensation to the Shipper, Consignee, or Owner.

All fines and expenses, losses or damages, which the Shipowner or his Agents or Servants or the Ship or Cargo may incur or suffer on account of incorrect or insufficient marking or description of any packages or their contents, or the dangerous nature of their contents (whether the Shipper be aware thereof or not), shall be paid by the Shipper or Consignee, whether they or he be Agents or Principals, as may be required, and the Shipowner shall have a lien and right of sale over the goods for payment thereof.

Freight payable by Shipper to be paid Ship lost or not lost. The Shipowner shall have a lien on all Goods for payment of Freight, whether payable in advance or not.

IN WITNESS whereof the Master or Agent of the said Ship hath affirmed to *Bills of Lading, all of this tenor and date, the one of which being accomplished, the others to stand void.*

Dated at LIVERPOOL, *the* *day of*

Master or Agent.

	Ft.	in.
Freight on		

	£	s.	d.
at *per Ton* ...			
10 % Primage ...			
Total ..			

BILL OF LADING.

* SPECIFICATION for British and Irish Goods only.

No. 29 (Sale).

Port of _____ **Ship's Name** _____ **Master, for** _____

Date of Final Clearance of Ship _____

* The Specification of Goods exported must be delivered to the proper Officers of Customs within six days from the time of the final clearance of the Ship, as required by the Customs Laws.

Marks	Nos.	Number and Description of Packages	Quantity and Description of British and Irish Goods in accordance with the requirements of the Official Export List.	Value	Actual Destination of the Goods
			Total ...		

CUSTOMS SPECIFICATION.

I declare that the particulars set forth above are correctly stated.

Dated _____ 190

(Signed) _____ ‡

(Address) _____

‡ Adding Exporter, or Agent, as the case may be.

(Countersigned) _____

Officer of Customs.

Sold by Eyre & Spottiswoode, London; John Menzies & Co., Edinburgh and Glasgow; and Hodges, Figgis & Co., Limited, Dublin. For Her Majesty's Stationery Office. *Price 6d. per quire of 48 forms.*

CERTIFICATE OF ORIGIN FOR SPAIN.

CAMARA DE COMERCIO DE BRADFORD, INGLATERRA.

CERTIFICADO DE ORIGEN.

El abajo firmado, Secretario de la Camara de Comércio de Bradford, Inglaterra, certifica que:

Comerciantes ó negociantes de esta plaza y cuya personalidad para el efecto es reconocido por mi, domiciliados en calle de han declarado anti mi, bajo su responsabilidad, que las mercancias designadas á continuación son de orígen y fabricación **Inglesa,** conforme á las facturas fidedignas que me han sido presentadas por los expedidores y cuyas mercancias se destinan á la consignación de comerciantes ó industriales en calle de

Número y clase de bultos.	Marcas.	Numeración.	Peso bruto. Kilogramos.	Contenido.

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Declarado así bajo neustra responsibilidad.

Num

Bradford, de de 190

(firma de los declarantes.)

Secretario de la Cámara de Comércio de Bradford, Inglaterra.

SEAL OF THE BRADFORD CHAMBER OF COMMERCE (Incorporated).

Visado Consular Núm.

Visto en este Consulado para legalizar la precedente firma de la Autoridad,

Vice Consul de Espana en Bradford.

La validez de este certificado expirará tres meses después de la fecha del visado.

Bradford, de de 190

CERTIFICATE OF ORIGIN.

(FORM of Certificate ("B") prescribed to be written, printed, or stamped on invoices of all articles, *except raw and refined sugars*, for entry under the British Preferential Tariff of Canada, *when made and signed by a person other than an individual exporter.*)

(1) Name of person signing the certificate

I, (1) _____

(2) Insert the words partner, manager, chief clerk or principal official, giving rank, as the case may be.

hereby certify that I am (2) _____

(3) Name and address of exporter or exporters

of (3) _____

of Bradford, England, the exporter(s) of the articles included in this invoice, and that I am duly authorised to make and sign this certificate on behalf of the said exporter(s).

I have the means of knowing and I do hereby certify that this invoice from the said

(4) Name of exporter or exporters.

(4) _____

(5) Name of party or parties to whom articles invoiced.

to (5) _____

(6) Insert in words at length the total value of the invoice.

amounting to (6) _____

is true and correct; that all the articles included in the said invoice are *bona fide* the produce or manufacture of the following country, viz.:—(7)

(7) Names of the countries where the articles have been produced or manufactured, being countries entitled in Canada to the benefits of the British Preferential Tariff.

The United Kingdom of Great Britain and Ireland

and that a substantial portion of the labour of such country has entered into the production of every manufactured article included in the said invoice to the extent in each article of not less than one-fourth of the value of every such article in its present condition ready for export to Canada.

Signed _____

Dated at BRADFORD, ENGLAND, this
_____ day of _____ 190

(N.B.—The Countries which are at present entitled in Canada to the benefits of the British Preferential Tariff are the United Kingdom, Bermuda, the British West Indies, British Guiana, British India, Ceylon, Straits Settlements, and New South Wales.)

CAMERA DI COMMERCIO DI BRADFORD, INGHILTERRA.

CERTIFICATO D'ORIGINE.

I Partner, or duly authorised Agent of the Firm

of

do solemnly, sincerely and truly declare that the following goods, viz.:—

Marks.	Numbers.	No. and Description of Packages.	Quantity and Description of Goods.	Gross Weight in Kilograms.	Value.

Forwarded on the day of by (rail or steamer)

to (Consignee) at

are of **British Manufacture** or origin, and have not been imported into this country from any Foreign Port.

Subscribed and declared this
day of 190

SEAL
OF THE
BRADFORD
CHAMBER OF COMMERCE
(Incorporated).

No. Visto alla Camera di Commercio in Bradford, buono per conferma della presente Dichiarazione, da valere qual Certificato d'origine.

Il Segretario.

Bradford, 190

CERTIFICATE OF ORIGIN FOR ITALY, &c.

10

"LOCO." INVOICE.

Invoice *of* __________ *shipped at* __________

by the UNDERSIGNED, per Steamer __________

for __________ *by order and for account and risk*

of __________

Insurance _____ *effected here.* *Order No.* __________

CHARGES.

Packing

Carriage to Liverpool

Freight on ft. in @ & 10%

Shipping Charges

Insurance on £ @ % & Stamp

E. & O. E.

Bradford,

(Signed)

"LOCO." INVOICE.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* *Indent No.* _____

CHARGES.

Packing

Tickets @ *per 1,000*

Freight on _____ *ft.* *in* @ _____ *& 10%*

Telegrams and Postages ½ %

Insurance on £ _____ @ _____ % *& Stamp*

Commission _____ %

E. & O. E.

Manchester,

(Signed)

"LOCO." INVOICE.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* *Order No.* _____

CHARGES.

Packing

Carriage to Liverpool

Freight on _____ *ft.* _____ *in @* _____ *& 10%*

Shipping Charges

Insurance on £ _____ *@* _____ *% & Stamp*

Commission _____ *%*

E. & O. E.

Bradford,

(Signed)

"LOCO." INVOICE.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* *Indent No.* _____

CHARGES.

Packing @

Tickets _____ *@* _____ *per 1,000*

Freight on _____ *ft.* _____ *in @* _____ *& 10%*

Telegrams and Postages ½ %

Insurance on £ _____ *@* _____ *% & Stamp*

Commission _____ *%*

E. & O. E.

Manchester,

(Signed)

"LOCO." INVOICE.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* *Indent No.* _____

CHARGES.

Packing

Tickets _____ @ _____ *per 1,000*

Freight on _____ *ft.* _____ *in @* _____ *& 10%*

Dock Dues

Bills of Lading

Insurance on £ _____ @ _____ *% & Stamp*

Commission _____ %

E. & O. E.

Manchester,

(Signed)

"F. O. B." INVOICES.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance effected here. _____ *Order No.* _____

86 (1).

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance effected here. _____ *Order No.*

86 (2).

"F. O. B." INVOICES.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* _____ *Order No.*

86 (3).

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* _____ *Order No.* _____

86 (4).

"F. O. B." INVOICES.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* _____ *Order No.*

89.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* _____ *Order No.*

"C. F. & I." INVOICES.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* _____ *Order No.* _____

87 (2).

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

for _____ *by order and for account and risk*

of _____

Insurance _____ *effected here.* _____ *Order No.* _____

87 (4).

"FRANCO" INVOICES.

Invoice *of Goods bought by the UNDERSIGNED by order and for account of* _____

and forwarded through _____

96.

Invoice *of Goods bought by the UNDERSIGNED by order and for account of* _____

and forwarded through _____

"FRANCO" INVOICES.

Invoice *of Goods bought by the UNDERSIGNED by order and for account of*

and forwarded through

Invoice *of Goods bought by the UNDERSIGNED by order and for account of*

and forwarded through

SET OF BILLS OF EXCHANGE (IN RUPEES).

No. _____ *Rs.* [redacted] _____ *190*

_____ *days after sight of this our* **FIRST** *of Exchange (Second and Third of same tenor and date unpaid) pay to the Order of*

[redacted]

value against _____

which place to account as advised. Shipping documents attached to be surrendered on payment.

To

111. _____

No. _____ *Rs.* [redacted] _____ *190*

_____ *days after sight of this our* **SECOND** *of Exchange (First and Third of same tenor and date unpaid) pay to the Order of*

[redacted]

value against _____

which place to account as advised. Shipping documents attached to be surrendered on payment.

To

111. _____

No. _____ *Rs.* [redacted] _____ *190*

_____ *days after sight of this our* **THIRD** *of Exchange (First and Second of same tenor and date unpaid) pay to the Order of*

[redacted]

value against _____

which place to account as advised. Shipping documents attached to be surrendered on payment.

To

111. _____

SET OF BILLS OF EXCHANGE (IN RUPEES).

No. *Rs.* *190*

days after sight of this our **FIRST** *of Exchange (Second and Third of same tenor and date unpaid) pay to the Order of*

value against

which place to account as advised. Shipping documents attached to be surrendered on payment.

To

No. *Rs.* *190*

days after sight of this our **SECOND** *of Exchange (First and Third of same tenor and date unpaid) pay to the Order of*

value against

which place to account as advised. Shipping documents attached to be surrendered on payment.

To

No. *Rs.* *190*

days after sight of this our **THIRD** *of Exchange (First and Second of same tenor and date unpaid) pay to the Order of*

value against

which place to account as advised. Shipping documents attached to be surrendered on payment.

To

DOCUMENTARY DRAFT.

No. _____ £ _____ 190

_____ *days after sight of this our* **FIRST** *of Exchange (Second and Third of same tenor and date unpaid) pay to the order of the* _____

_____ *sterling, payable at the Bank's drawing rate for demand drafts on London, with interest at* _____ *per cent. per annum added thereto from date hereof to approximate due date of arrival of the remittance in London, value received against* _____ *Documents attached to be surrendered against payment.*

To

_____

_____

116.

No. _____ £ _____ 190

_____ *days after sight of this our* **SECOND** *of Exchange (First and Third of same tenor and date unpaid) pay to the order of the* _____

_____ *sterling, payable at the Bank's drawing rate for demand drafts on London, with interest at* _____ *per cent. per annum added thereto from date hereof to approximate due date of arrival of the remittance in London, value received against* _____ *Documents attached to be surrendered against payment.*

To

_____

_____

116.

No. _____ £ _____ 190

_____ *days after sight of this our* **THIRD** *of Exchange (First and Second of same tenor and date unpaid) pay to the order of the* _____

_____ *sterling, payable at the Bank's drawing rate for demand drafts on London, with interest at* _____ *per cent. per annum added thereto from date hereof to approximate due date of arrival of the remittance in London, value received against* _____ *Documents attached to be surrendered against payment.*

To

_____

_____

116.

DOCUMENTARY DRAFT.

No. £ [redacted] *190*

days after sight of this our FIRST *of Exchange (Second and Third of same tenor and date unpaid) pay to the order of the* [redacted] *sterling, payable at the Bank's drawing rate for demand drafts on London, with interest at* *per cent. per annum added thereto from date hereof to approximate due date of arrival of the remittance in London, value received against* *Documents attached to be surrendered against payment.*

To

124.

No. £ [redacted] *190*

days after sight of this our SECOND *of Exchange (First and Third of same tenor and date unpaid) pay to the order of the* [redacted] *sterling, payable at the Bank's drawing rate for demand drafts on London, with interest at* *per cent. per annum added thereto from date hereof to approximate due date of arrival of the remittance in London, value received against* *Documents attached to be surrendered against payment.*

To

124.

No. £ [redacted] *190*

days after sight of this our THIRD *of Exchange (First and Second of same tenor and date unpaid) pay to the order of the* [redacted] *sterling, payable at the Bank's drawing rate for demand drafts on London, with interest at* *per cent. per annum added thereto from date hereof to approximate due date of arrival of the remittance in London, value received against* *Documents attached to be surrendered against payment.*

To

124.

LETTER OF HYPOTHECATION.

LONDON,

To the Directors of

THE COMMERCIAL BANK OF INDIA, Limited,

BOMBAY.

Gentlemen,

We have negotiated through your London Office Bill drawn by

on for £ and, as collateral security, have delivered with the said Bill shipping documents for the following goods:—

Invoice for packages amounting to £

Policy of Insurance (1) for £ payable in

Bill of Lading for packages marked

The Freight on which amounting to £ is (2)

These documents are to be given up on payment of the Bill.

In case the said Bill should suffer dishonour, either by non-acceptance on presentation or non-payment, we hereby authorise you to cause the said Goods to be sold according to your discretion, such sale being for our account, at our sole risk, and subject to the usual charges for Commission, and all incidental expenses: it being understood that The Commercial Bank of India, Limited, is to be free from all responsibility whatever in respect of such sale. The proceeds of the goods, if sold under this authority, you will account for here, and we hereby undertake and agree to pay you, with a re-exchange of ten per cent. thereon, the amount of any deficiency which may arise between the said Bill and the proceeds of the Goods; and should any surplus be realised, we consent to your retaining a general lien thereon against any other liabilities we may have incurred to your Bank.

In case of any loss arising, for which you may recover under the Insurance effected on these Goods, you are hereby authorised to hold the amount so recovered at the disposal of M provided said Bill shall have received due honour. But in the event of the dishonour of the Bill, either by non-acceptance on presentation or non-payment, we hereby give you authority to retain the amount so recovered for our account, subject to any claim the Bank may have thereon.

We are, Gentlemen,

Yours faithfully,

(1) *State if Goods are insured F.P.A., or to cover all risks.*

(2) *State whether the Freight is paid, or is payable on the delivery of the Goods.*

ADVICE OF DOCUMENTARY DRAFT.

LONDON, 190

Dear Sirs,

Confirming our respects dated , we now beg to advise shipment of your Indent No. , viz., per steamer sailing We enclose invoice herewith, for the amount of which, £ , we have drawn upon you at d/s., documents attached, and have negotiated the same through the

Your further Indents are now in course of shipment, and we hope to hand you particulars by next mail.

Recommending our draft to your kind protection,

We are, Dear Sirs,

Yours faithfully,

127.

ADVICE OF CLEAN DRAFT AGAINST SHIPMENT.

LONDON, 190

Dear Sirs,

We had this pleasure last on the and now beg to advise shipment of your Indent No. , viz., per steamer sailing about the

We enclose B/L. and Invoice. For the amount of the latter, viz., £ , we have drawn on you as arranged at d/s, order ourselves, and have negotiated the draft through the Insurance has been effected by us as usual.

Recommending our draft to your kind protection, and awaiting your further advices,

We are, Dear Sirs,

Yours faithfully,

"FIRST" OF "CLEAN" DRAFT AGAINST SHIPMENT.

No. _____ *LONDON,* _____ 190

£ _____

_____ *days after sight of this our* FIRST *of Exchange (Second and Third of same tenor and date being unpaid) pay to the order of Ourselves*

_____

against shipment of _____ *as advised.*

To

_____

In need with _____

DRAFT REMITTED FROM ABROAD.

No. *CALCUTTA,* _____ 190

£ _____

_____ *months after sight of this our* FIRST *of Exchange (Second of same tenor and date unpaid) pay to the order of* _____

_____

sterling, as advised.

To

_____

(In this case the "set" consists of a First and Second only.)

CONSIGNMENT INVOICE.

Invoice *of* _____ *shipped at* _____

by the UNDERSIGNED, per Steamer _____

and consigned to _____

for sales on account of the Concerned.

ACCOUNT CURRENT.

Dr. IN ACCOUNT

CURRENT WITH *Cr.*

POLICY OF INSURANCE.

The Premier Insurance Society of London Limited

PAYABLE IN LONDON.

Be it known that

As well in own Name as for and in the Name and Names of all and every other Person or Persons to whom the same doth, may or shall appertain in part or in all; do make Insurance and hereby cause and them and every of them, to be Insured, lost, or not lost, at and from

No.

upon Goods and Merchandizes, or Treasure of and in the good Ship or Vessel called the whereof is Master for this present Voyage, or whoever else shall go for Master in the said Vessel, or by whatsoever other Name or Names the said Vessel or the Master thereof is or shall be named or called:—**Beginning** the Adventure upon the said Goods and Merchandizes from the loading thereof on board the said Ship, and so to continue and endure, until the said Goods and Merchandizes shall be safely delivered from on board the said Ship at the aforesaid Port of

£

including risk of Craft to and from the Ship.

And it shall be lawful for the said Vessel in this Voyage to proceed and sail to, and touch and stay at any Ports or Places whatsoever (within the limits of the above Voyage), for necessary Provisions, Assistance, or Repairs, without prejudice to this Insurance; **The** said Goods and Merchandizes for so much as concerns the Assured are and shall be insured for

Touching the Adventures and Perils which the said **Premier Insurance Society of London Limited** are content to bear and to take upon them in this Voyage; they are of the Seas, Men-of-War, Fire, Enemies, Pirates, Rovers, Thieves, Jettisons; Letters of Mart and Counter Mart, Surprisals, Taking at Sea, Arrests, Restraints, and Detainments of all Kings, Princes and People, of what Nation, Condition, or Quality soever; Barratry of the Master and Mariners, and of all other Perils, Losses, and Misfortunes that have or shall come to the Hurt, Detriment or Damage of the said Goods and Merchandizes, or any part thereof; and in case of any Loss or Misfortune, it shall be lawful for the Assured, his or their Factors, Servants, or Assigns, to sue, labour, and travel for, in and about the Defence, Safeguard, and Recovery of the said Goods and Merchandizes, or any part thereof, without Prejudice to this Insurance; to the Charges whereof the said **Society** will contribute. And it is agreed by the said **Society** that this Writing or Policy of Insurance shall be of as much force and effect as the surest Writing or Policy of Insurance made in London. And so the said **Premier Insurance Society of London Limited** are contented, and do hereby promise and bind themselves, their Heirs, Executors, Goods and Chattels, to the Assured Executors, Administrators, or Assigns, for the true performance of the Premises; confessing themselves paid the Consideration due unto them for this Insurance at and after the rate of

per cent. And further the said **Premier Insurance Society of London Limited** covenant, promise and agree, and bind themselves, their Heirs, Executors, Goods and Chattels, in case of Loss happening to satisfy and pay in London the sum of Money by them so ASSURED, and no abatement whatever shall be made, but the full sum shall be paid, any use or custom to the contrary notwithstanding. The settlement of all average Losses, and other Matters relating to this INSURANCE shall in like manner be made by the Society in London, agreeably to the tenor of the Policy, and according to the established practice there in such cases.

*** Corn, Fish, Salt, Saltpetre, Fruit, Flour, Seeds, and all Metals are warranted free from average; Sugar, Rice, Tobacco, Hemp, Flax, Hides and Skins, are warranted free from average under Five per Cent.; and all other Goods, also the Ship and Freight are warranted free from average under Three per Cent.; unless general or the Ship be stranded, sunk, or burnt. All liquids are warranted free from claims arising from leakage or breakage of the Packages.

And it is expressly declared and agreed that no acts of the Insurer or Insured, in recovering, saving, or preserving the property insured, shall be considered as a waiver or acceptance of abandonment.

WARRANTED FREE FROM CAPTURE, SEIZURE, AND DETENTION, THE CONSEQUENCES THEREOF, OR OF ANY ATTEMPT THEREAT AND FROM ALL CONSEQUENCES OF HOSTILITIES OR WARLIKE OPERATIONS, WHETHER BEFORE OR AFTER DECLARATION OF WAR.

In Witness whereof, we, the Agents for the **Premier Insurance Society of London Limited** on behalf of the said Society have subscribed our names in London, this day of in the Year One Thousand Nine Hundred and

For the **PREMIER INSURANCE SOCIETY OF LONDON LIMITED.**

Exd.

Grounding in the Suez Canal and/or between Manchester and Liverpool both inclusive, not to be deemed a strand, but Underwriters to pay any damage or loss which may be proved to have directly resulted therefrom.

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